

| [NODIS Library](#) | [Financial Management\(9000s\)](#) | [Search](#) |



# NASA Policy Directive

**NPD 9710.1W**

Effective Date: May 08, 2013

Expiration Date: May 08, 2018

**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)

## **Subject: Delegation of Authority - To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters**

**Responsible Office: Office of the Chief Financial Officer**

### **1. POLICY**

- a. It is NASA's policy that officials shall authorize and approve travel and transportation only when officially justified to meet essential mission requirements effectively and economically, consistent with good management practices.
- b. Ordinarily, travel authorizations shall be issued before expenses are incurred.
- c. All travel shall be authorized by appropriate officials designated in Paragraph 6 of this directive or through their redelegations, as permitted.
- d. Except for the officials listed in Paragraphs 6.a and 6.b, travel shall be authorized and approved by an official at least one organizational level above the traveler. This also applies to travel on Government aircraft. (As used in this directive, "authorize" is a pre-travel action pertaining to travel authorizations/orders; "approve" is a post-travel action pertaining to travel vouchers.)
- e. No subordinate shall authorize or approve the travel of his or her own supervisor.
- f. This NASA Policy Directive (NPD) addresses only Temporary Duty Travel (TDY), which is comprised of local, continental U.S. (CONUS), foreign, non-foreign, actual subsistence, extended temporary duty, and invitational travel for both direct and reimbursable funds (See the Federal Travel Regulation (FTR) Index for definitions).

### **2. APPLICABILITY**

- a. This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

### **3. AUTHORITY**

The National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113 (a).

### **4. APPLICABLE DOCUMENTS AND FORMS**

- a. FTR, 41 C.F.R. Parts (Pts.) 300-304.
- b. National Procedural Requirement (NPR) 1030.1, Acceptance by Employees of Gifts or Decorations from Foreign Governments to Foreign Individuals.
- c. NPR 9700.1, Travel (w/change 3) dated September 12, 2011.
- d. NPR 9700.1, Travel (w/change 3) dated September 12, 2011, Appendix A, §301-2.7 et seq.

### **5. RESPONSIBILITY**

- a. The Office of the Chief Financial Officer is responsible for ensuring the implementation of this directive.
- b. Authorizing and approving officials shall be responsible for the following:
  - (1) Complying with FTR 41 C.F.R. Parts 300-304, and NPR 9700.1, Travel (w/change 3) dated September 12, 2011.
  - (2) Establishing controls to ensure that only travel essential to the purposes of the Government and for accomplishing the Agency's mission effectively and economically is authorized or approved.
- c. Authorizing officials shall be responsible for the following:
  - (1) Being aware of travel plans, including plans to take annual leave in conjunction with travel.
  - (2) Ensuring appropriate consideration of the need for the travel, the use of travel substitutes (e.g., mail, teleconferencing, and videoconferencing), and the most cost-effective routing and means of accomplishing the travel.
  - (3) Authorizing each employee's travel separately.
- d. The Office of International and Interagency Relations shall coordinate all foreign TDY in accordance with NPR 9700.1, Appendix A, §301-2.7 et seq.
- e. Any travel for which travel and related expenses or in-kind benefits are accepted from non-Federal sources under 31 U.S.C. sec. 1353, also known as reimbursable or sponsored travel, require concurrence by, as appropriate, the Office of the General Counsel or the Center Chief Counsel (or by the Counsel to the Inspector General, for the Office of Inspector General reimbursable TDY agreements).
- f. The Office of the Chief Financial Officer at each Center shall review all travel expenses or in-kind benefits accepted from non-Federal sources under 31 U.S.C. sec. 1353.

### **6. DELEGATION OF AUTHORITY**

- a. The Administrator and the Inspector General (or an official serving in such position in an "acting" capacity) may authorize and approve his or her own foreign and domestic TDY and the foreign and domestic TDY of all others Agency wide.
- b. Officials in the following positions (or officials serving in such positions in an "acting" capacity) may authorize and approve their own domestic TDY: Deputy Administrator, Associate Administrator, Chief of Staff, Associate Deputy Administrator, Associate Deputy Administrator for Strategy and Policy, Associate Administrators for the Aeronautics Research Mission Directorate, Science Mission Directorate, Human Exploration and

Operations Mission Directorate, Space Technology Mission Directorate, Mission Support Directorate, Chief Financial Officer, Chief Information Officer, Chief Scientist, Chief Technologist, Chief Engineer, Chief Health and Medical Officer, Chief of Safety and Mission Assurance, and Center Directors. Foreign travel of the officials identified in Section 6.b must be authorized and approved by their immediate supervisors or above. The officials identified in Section 6.b may both authorize and approve the TDY of all others within their management/supervisory area of responsibility, subject to the provisions of this NPD.

c. For NASA employees on detail to other NASA offices, the authorizing and approving official shall be the head of the office funding the detailee's travel.

d. The only employees who may approve their own domestic vouchers are the officials identified in 6.a and 6.b. Vouchers for foreign travel of the officials identified in 6.b must be approved by their immediate supervisors or above.

e. Authority to approve one's own voucher shall not be redelegated beyond the officials listed in Section 6.b for domestic travel and Section 6.a for foreign travel.

f. Each official listed in Paragraphs 6.a and 6.b has discretion to redelegate appropriately the authority to authorize and approve TDY of all others within the official's management/supervisory area of responsibility. The Deputy Administrator and Associate Administrator also have discretion to redelegate appropriately the authority to authorize and approve TDY to the following: Chief of Staff and the Associate Deputy Administrators. No further redelegations are permitted.

(1) Redelegations shall not exceed 12 months.

(2) Redelegations shall be in writing.

(3) Electronic signatures of the delegating and receiving officials shall be maintained in the travel management system.

## **7. MEASUREMENT/VERIFICATION**

a. Quality assurance activities and additional analysis of financial and budgetary reports will be used to measure compliance with this NPD.

b. Basic travel summary reports of self-appraiser travel are reviewed monthly with timely follow-up. Complete internal audit review of all self-appraiser's vouchers (foreign and domestic) is conducted.

## **8. CANCELLATION**

NPD 9710.1V, To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters, dated December 9, 2009.

**/s/ Charles F. Bolden**  
**Administrator**

## **ATTACHMENT A: DEFINITIONS**

C.F.R. Code of Federal Regulations

CONUS Continental United States

FTR Federal Travel Regulation

NPD NASA Policy Directive N

PR NASA Procedural Requirement

TDY Temporary Duty Travel

U.S.C. United States Codes

## **ATTACHMENT B: REFERENCES**

B1. Acceptance of travel and related expenses from a Non-Federal Source, 31 U.S.C. § 1353.

B2. Payment of Travel Expenses from a Non-Federal Source, 41 C.F.R. Pt. 304.

B3. Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. Pt. 2635.

B4. NPD 1000.3, The NASA Organization.

B5. NPD 3410.2, Employee and Organization Development.

### **(URL for Graphic)**

None.

### **DISTRIBUTION:** **NODIS**

---

#### **This Document Is Uncontrolled When Printed.**

Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---